

6. Navigating

You have to be able to move around through the Metrics application on two different levels. First, you may have to access more than one function. Second, you need to be able to move from one data element to another as you enter and edit information.

6.1 Between Functions



If you open one function and wish to open a different function, you can do so in one of two ways: click on the Menu screen icon in the tool bar, or select the function you want from the list of Functions options in the menu bar. (See Sections 5.3 and 5.4.)

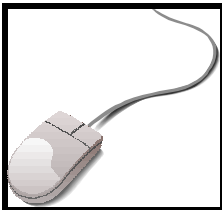
The tool bar icon method returns the Menu screen. From the Menu screen, select the function you want as explained in Section 4. The menu bar Function option takes you directly to the function you select.

6.2 Between Data Elements

If you are entering a new record, you can, and in some cases must, enter the information in a specified order. This order, called a tab order, was established when the application was developed. A tab order means that when the cursor is in one data box, and you press the Tab or Enter key, the cursor moves to the next data box in the tab order list. (This tab order is based on a “logical” order for entering the information). One way to move from one data box to another is to keep pressing the Tab or Enter key until the cursor is in the box you want. If you need to go backwards, press the Shift and the Tab key at the same time.

A second way of moving the cursor is to use your mouse to position the pointer in the box you want, and then click the left mouse button. Although you may use the tabbing method most often, you will find times when it is quicker to use the mouse. *Notes: Using the cursor to move from one data box to another does not “tell” your computer that you entered information (See Mouse Notes below).*

6.3 Mouse Notes



Using the cursor to move from one data box to another does not “tell” your computer that you entered information. Therefore, the information is not recognized, validated or formatted until you save or go to another page or function. **To avoid the recognition delay, always press Tab or Enter after entering data in a data box.**